

83-I OMB SUPPORTING STATEMENT (DRAFT)

1. Identification of the Information Collection

Title: Brownfields Program – Revitalization Grantee Reporting (OMB Control Number 2050-NEW; EPA ICR No. 2104.01).

This is a request for a new Information Collection Request (ICR). This ICR covers the collection of information from those organizations that receive grants from EPA under the authority of subtitle A of the “Small Business Liability Relief and Brownfields Revitalization Act” (Public Law 107-118, January 2002). Subtitle A of the Act amends the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, and authorizes EPA to award grants to states, tribes, local governments, and other eligible entities to support the assessment and cleanup of brownfields properties. With this ICR, EPA’s Office of Brownfields Cleanup and Revitalization (OBCR) seeks authorization to collect information from grantees using several standard forms that will streamline the data collection effort and improve the quality of information collected. The information collected under this ICR supplements the minimum reporting and record keeping requirements that grantees are subject to under 40 CFR Part 30, “Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations” and 40 CFR Part 31, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” EPA estimates that all respondents who voluntarily respond to this information collection by electing to participate in the Brownfields grants program have determined that the expected benefits of participation outweigh any burden associated with preparing the response.

2. Need for/Use of the Collection

On January 11, 2002, the President signed into law the Small Business Liability Relief and Brownfields Revitalization Act (the “Brownfields Amendments”), which authorizes EPA to award several types of grants to eligible entities on a competitive basis. Under subtitle A of the Brownfields Amendments, States, tribes, local governments, and other eligible entities can receive grants to:

- (1) inventory, characterize, assess, and conduct planning and community involvement related to brownfield sites;
- (2) carry out cleanup activities at brownfield sites;
- (3) capitalize revolving loan funds and provide sub-grants for cleanup activities; and
- (4) support the creation and implementation of environmental job training and placement programs.

Under the Brownfields Amendments, a brownfields site means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. For grant funding purposes, EPA uses the term “brownfields property(ies)” synonymously with the term “brownfields sites.”

While the Agency collects basic grant information as part of its Federal stewardship responsibilities to manage and oversee recipient activities and expenditures (see 40 CFR Parts 30 and 31), EPA’s Office of Brownfields Cleanup and Revitalization (OBCR) needs additional information from grantees to be reported in a consistent manner in order to evaluate the effectiveness of the program and to report on program activities and accomplishments to Congress and other program stakeholders. Specifically, OBCR will use the information collected from grantees to oversee the activities carried out using grant funds, to evaluate program implementation and effectiveness, and to meet the Agency’s responsibilities under the Government Performance and Results Act to report on OBCR’s accomplishments. The information collection activities covered by this ICR are intended to: (1) improve the alignment of reporting requirements with programmatic performance measures; and (2) simplify and standardize reporting requirements so as to reduce uncertainty and burden imposed on grantees. Without the information collection, OBCR would have limited access to information needed to effectively assess the relationship between those activities funded by EPA’s subtitle A brownfields grants and the intent of Congress with the passage of the Brownfields Amendments.

3. Non-duplication, Consultations, and Other Collection Criteria

3(a). Non-duplication – There is no other known sources for the information that EPA seeks under this ICR. Moreover, this ICR supplements, and does not duplicate, the information that EPA collects as part of its reporting and record keeping provisions under the Agency’s general assistance regulations at 40 CFR Part 30, “Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations,” and 40 CFR Part 31, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” EPA’s regulations at 40 CFR Part 31, which implements the requirements of OMB Circular A-102, became effective for awards made on or after October 1, 1988. The Part 31 rule (common rule) established uniformity among Federal agencies that award Federal grants and cooperative agreements to States, political subdivisions thereof, and Federally-recognized Indian Tribal Governments. **Exhibit 1** identifies the tasks and burdens of grant recipients that are covered under other OMB-approved ICRs. This ICR addresses the burden imposed on grant recipients and EPA associated with the reporting requirements that are unique to grants awarded by EPA under authority of subtitle A of the Brownfields Amendments.

Exhibit 1: Grant Burdens Covered Under Other Agency ICRs

Task/Burden	Authority	Agency Approved ICR
Preliminary Grant Proposal	40 CFR Parts 30 and 31	OMB 2030-0020
Final Grant Proposal	40 CFR Parts 30 and 31	OMB 2030-0020
Budget Sheets	40 CFR Parts 30 and 31	OMB 2030-0020
Quarterly Progress Reports	40 CFR Parts 30 and 31	OMB 2030-0020
Notification of Significant Developments	40 CFR Parts 30 and 31	OMB 2030-0020
Procurement Reports	40 CFR Parts 30 and 31	OMB 2030-0020
Financial Reports	40 CFR Parts 30 and 31	OMB 2030-0020
Project Records	40 CFR Parts 30 and 31	OMB 2030-0020

3(b). Public Notice Required Prior to ICR Submission to OMB. The first notification of the Agency's request for this new ICR was published in the *Federal Register* on April 4, 2003 (see **Attachment D** for a copy of the Federal Register notice).

3(c). Consultations – EPA has more than eight years of experience managing a Brownfields pilot program that awarded more than 670 cooperative agreements to State, local, and Tribal governments to address brownfields properties. For these Brownfields pilot grants, EPA staff have worked closely with the pilot recipients to help them participate in the program and address their brownfields properties. As such, EPA has a detailed understanding of the activities that grantees undertake and the burden they incur for voluntarily participating in EPA's grants programs. In addition, during the preparation of this ICR and the reporting forms that are included, EPA contacted eight Brownfields pilot recipients to ask them specific questions about the burden associated with completing the draft forms included in this ICR. Pilot recipient responses form the basis of EPA's calculations of the burden hours and costs.

3(d). Effects of Less Frequent Collection – The information collection schedule is consistent with the Agency's reporting schedule for general assistance grants. Less frequent collection may not enable EPA to oversee and manage Brownfields grants effectively and would lessen OBCR's ability to report up-to-date and accurate information on program activities and accomplishments. In consideration of the burden imposed on grantees, EPA has adopted less frequent reporting for the Property Profile form in which grantees are required to update and submit the form as notable activities or changes occur at a particular property. EPA anticipates that recipients of assessment, cleanup, and revolving loan fund grants will submit an updated Property Profile form to EPA, on average, two times a year.

3(e). General Guidelines – The information collection is consistent with the guidelines set forth in 5 CFR 1320.6 of the Paperwork Reduction Act Guidelines.

3(f). Confidentiality – No confidentiality is provided and no sensitive information is collected under this ICR.

3(g). Sensitive Questions – Sensitive questions are not associated with the information collection activities performed under Public Law 107-118.

4. Respondents and Information Requested

4(a). Respondents – Respondents under this ICR are those entities who voluntarily elect to participate in the Brownfields grants program and receive grant funding from EPA under the authority of subtitle A of the Brownfields Amendments. Specifically, respondents to this information collection include: general purpose units of local government;¹ land clearance authorities or other quasi-governmental entities that operate under the supervision and control of, or as an agent of, a general purpose unit of local government; government entities created by state legislature; regional councils or groups of general purpose units of local government; redevelopment agencies that are chartered or otherwise sanctioned by the State; States; Indian Tribes other than in Alaska; Alaska Native Regional Corporations, Alaska Native Village Corporations, and Metlakatla Indian Communities; or non-profit organizations.²

4(b). Information Requested – The information requested by EPA under this ICR includes information from grantees specific to the activities undertaken and the accomplishments that result using Brownfields grant funds. The information to be collected by EPA will vary by the type of grant awarded to the respondent. For Brownfields assessment, cleanup, and revolving loan fund grants, EPA requires grantees to prepare an initial Property Profile form (see **Attachment A**) for each property at which grant funds are expended. The Property Profile form complements the information collected as part of the quarterly reports required by the general assistance regulations, and requests basic information about each brownfields property covered by the grant, such as property name, location, parcel number, and size. EPA requires grantees to update the Property Profile form as notable activities or changes occur on the property, but no more frequently than quarterly. For example, as an assessment of the property is completed, grantees are required to complete the portion of the Property Profile form that applies to assessments, and provide basic information to EPA on the type of assessment, date of completion, and results or findings of the assessment. Other sections of the Property Profile

¹For the purposes of the Brownfields grant program, EPA defines general purpose unit of local government as a “local government” as that term is defined under 40 CFR Part 31.

²For the purposes of the Brownfields grant program, EPA uses the definition of nonprofit organization contained in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107.

form collect basic information on cleanups and any redevelopment activities that occur on the property, including estimates of the number of jobs that result.

Brownfields job training grantees are required to complete on a quarterly basis the Brownfields Job Training Performance Form (see **Attachment B**). The Job Training Performance Form includes six questions that seek basic information on how grant funds were used to support job training programs and the accomplishments stemming from those programs. For example, job training grantees will report the number of participants who have completed the training, whether participants obtained employment, and the average hourly wages of participants who obtained employment.

All respondents receiving grants awarded under subtitle A of the Brownfields Amendments are required to complete and submit each quarter a Financial Management Form (see **Attachment C**) that requests basic financial information for each grant. This form will request financial data to be provided to EPA in a manner that is consistent with the statutory framework of the Brownfields Amendments, and allows for improved grant tracking, oversight, and reporting. For example, grantees will use this form to report financial information to EPA separately on expenditures associated with hazardous substance contamination and expenditures associated with petroleum contamination only.

5. The Information Collected – Agency Activities, Collection, Methodology and Information Management

5(a). Agency Activities – EPA is responsible to Congress and other stakeholders to ensure that its resources are being used efficiently and effectively, to evaluate the progress of the grantees in meeting the goals of EPA's Brownfields Cleanup and Revitalization Program, and to share the successes, lessons learned, and best practices among Brownfields grantees. EPA will collect the information using standardized forms that minimize the burden on respondents while ensuring consistent information that can be easily aggregated and accurately reported. EPA program staff will review the information collected to keep current on grant activities, and will enter the information into the Agency's Brownfields Management System (BMS). EPA uses BMS to maintain information on all of its Brownfields grants, develop reports to support management and program evaluation activities, and to report accomplishments achieved as part of the Agency's responsibilities under GPRA.

5(b). Collection Methodology and Management – EPA will initially collect data under this ICR using a standard set of forms, instructions, and guidance that are designed to simplify and facilitate the reporting requirements for grant recipients. In fulfilling the requirements under the Government Paperwork Elimination Act (Public Law 105-277), EPA is currently developing an electronic reporting and information dissemination system that will allow each grant recipient to report and review its data electronically using the internet. This on-line electronic reporting system will be integrated with EPA's BMS to further streamline the Agency's data management and reporting responsibilities. EPA expects that this on-line electronic reporting system will be available to grantees beginning in the first quarter of FY2004. EPA will modify its reporting

guidance and provide training when the electronic reporting system is in place. EPA anticipates that the electronic reporting and information dissemination system will reduce the burden placed on grant recipients; preliminary estimates based on conversations with current and former Brownfields pilot recipients suggest that such a system will reduce the reporting burden by as much as 50 percent.

5(c). Small Entity Flexibility – This information collection request is expected to affect small governmental jurisdictions, which are defined as governments of cities, counties, towns, townships, villages, school districts, or special districts with populations of less than 50,000. This definition may also include Indian Tribes, in keeping with the President’s Federal Indian Policy. EPA has considered whether to establish different reporting requirements for small entities and has determined that: (1) different reporting requirements among grantees will result in inconsistent data that may lessen the Agency’s ability to oversee and report on program activities and accomplishments; (2) the burden imposed by this information collection is relatively small and small entities should not be unduly burdened by the reporting requirement; and (3) the Brownfields grants program is voluntary and respondents who elect to participate in this program have determined that the expected benefits of participation outweigh any burden associated with preparing the response.

5(d). Collection Schedule – The information to be collected under this ICR shall not occur more frequently than quarterly. Brownfields Job Training grant recipients must complete and/or update their Brownfields Job Training Performance Form every quarter. For assessment, cleanup, and revolving loan fund grants, grantees will be required to prepare an initial Property Profile form for each property at which grant funds are expended, and to update the Property Profile forms quarterly for only those properties in which notable activities or changes have occurred. All grantees will report financial management information to EPA on a quarterly basis.

6. Estimating the Burden and Cost of the Collection

6(a). Estimating respondent burden - A “unit” burden is the burden incurred by a respondent for performing a specific activity that is not covered by another ICR (such as 40 CFR Parts 30 and 31). The estimated burden is incurred by the following activities:

- Completion of the Brownfields Job Training Performance Form;
- Initial completion of the Property Profile Form;
- Periodic updating of the Property Profile Form to report progress on specific properties undergoing assessment, cleanup, or redevelopment; and
- Completion of the Financial Management Form.

The estimated burden for respondents is presented in Exhibit 2.

Exhibit 2 - Annual Respondent Burden and Cost

Activity	Unit Burden (Hours)	Unit Labor Cost (Dollars)	Total Unit Cost (Dollars)	Average Number of Responses/ Year	Total Burden/ Year (Hours)	Total Cost/Year (Dollars)
Job Training Performance Form	5	\$29.57	\$147.85	93	467	\$13,809
Initial Completion of Property Profile Form	1	\$29.57	\$29.57	1,225	1,225	\$36,223
Update of Property Profile Form	1.5	\$29.57	\$44.36	3,752	5,628	\$166,420
Financial Management Form	2	\$29.57	\$59.14	1,273	2,546	\$75,285
TOTAL				6,343*	9,866*	\$291,733*
AVERAGE TOTAL COST PER BURDEN HOUR					\$29.57	

* Figures may not sum due to rounding.

If any burdens were found to be imposed in the ICR by a rule that supercedes the Brownfields Amendments, those burdens, or a percentage of those burdens, were removed from the overall burden calculation in this ICR (see Exhibit 1).

6(b). Estimating respondent costs - To estimate the unit burden (hours) and hourly rate for each information collection activity, EPA relied on its extensive experience working closely with Brownfields pilot grant recipients, as well as in-depth interviews with eight current or former pilot grant recipients specific to this ICR. Those interviewed were shown draft copies of all forms and accompanying instructions and guidance that would be used for reporting and asked to estimate (1) the number of hours that would be required to perform each task; and (2) the labor mix required to perform each task (e.g., percentage of management, technical, clerical). The data gathered from these interviews was then analyzed to estimate the unit burden and labor mix.

The unit labor cost (dollars) for this burden estimate is a weighted hourly rate based upon the estimated labor mix and wage rates gathered from the U.S. Bureau of Labor Statistics (BLS). Across all tasks, data from consultations indicate that the average grantee will incur 15% of its burden with executive/managerial staff labor, 5% with professional specialty staff labor, 70% with technical labor, and 10% with administrative support or clerical labor. This labor mix was

applied to BLS, National Compensation Survey (NCS) data issued in December 2002³ for a weighted hourly rate of \$29.57.

Cleanup, assessment, and revolving loan fund grant recipients will be required to report progress with a “Property Profile” form (see Attachment A). EPA anticipates that the initial completion of this form will require approximately 1 hour. Grantees will be required to update this form as grant milestones are achieved, though not more frequently than quarterly. It is estimated that each update will require approximately 1.5 hours for a unit burden of \$44.36. It is estimated that each form will be updated an average of twice per year.

Job training grant recipients will be required to report progress on a quarterly basis using EPA’s “Brownfields Job Training Performance Form” form (see Attachment B). Grantees will be required to report progress on a quarterly basis, with each update requiring approximately 5 hours for a unit burden of \$147.85. The majority of this burden stems from the collection of salary or wage information from job training program participants who are able to find employment.

All grantees who receive federal funding under the authority of subtitle A of the Brownfields Amendments will be required to complete a Financial Management Form (see Attachment C). Grantees will be required to report information using this form on a quarterly basis, with each report requiring approximately 2 hours for a unit burden of \$59.14.

All grants awarded under subtitle A of the Brownfields Amendments cover a period of performance of two years. Based on the Agency’s experience under its pilot grants program, EPA estimates that at the end of two years, approximately 75 percent of grants will receive a no-cost extension, approximately 20 percent of grantees will receive supplemental awards, and 5 percent of grants will close out. Grantees that receive either a no-cost extension or a supplemental award will be required to continue to report on their grant activities using the forms authorized under this ICR. This burden is included in the estimated number of responses per year and, therefore, the overall burden calculation estimated for this ICR.

Start-up costs to meet the Brownfields grants reporting requirements are minimal and are a part of the customary and usual expenses incurred by grantees. There are no capital costs related to Brownfields reporting requirements. Therefore, total start-up and capital costs are zero. There are no operation and maintenance costs required.

6(c). Agency burden and costs - EPA incurs a burden in the process of requesting, reviewing and processing the information covered by this ICR. This burden includes:

³“Employer costs per hour worked for employee compensation and costs as a percent of total compensation: state and local government, by occupational group, December 2002.”

<http://stats.bls.gov/news.release/eccc.t04.htm#content>.

- The development of grant profiles with information collected from grantees;
- Reviewing and processing Brownfields Job Training Performance Forms;
- Reviewing and processing initial "Property Profile" Forms;
- Reviewing and processing updates of "Property Profile" Forms; and
- Reviewing and processing Brownfields Financial Management Forms.

The estimated burden associated with EPA activities is presented in Exhibit 3.

Exhibit 3 - Annual Agency Burden and Cost

Activity	Unit Burden (Hours)	Unit Labor Cost (Dollars)	Total Unit Cost (Dollars)	Average Number of Responses / Forms per Year (Full)	Total Burden (Hours)	Total Cost (Dollars)
Preparation of Grant Profile	4.5	\$26.81	\$120.65	203	914	\$24,504
Review and Process Job Training Performance Form	1.5	\$26.81	\$40.22	93	140	\$3,753
Review and Process Initial Property Profile Form	2.5	\$26.81	\$67.03	1225	3,063	\$82,119
Review and Process Updates of Property Profile Form	2	\$26.81	\$53.62	3752	7,504	\$201,182
Review and Process Financial Management Form	1	\$26.81	\$26.81	1,273	1,273	\$34,129
TOTAL					12,894	\$345,687
AVERAGE TOTAL COST PER BURDEN HOUR					\$26.81	

The burden imposed upon EPA was estimated by: (1) interviewing EPA Regional and Headquarters staff to gather individual estimates of the time required to perform burden element and the GS level of the staff performing those tasks; (2) averaging the time data to estimate the number of hours required for each burden element; (3) averaging the data on the percentage of time performed by particular staff GS levels; (4) developing a weighted hourly rate based upon percentage of staff labor at different GS levels devoted to each task; and (5) determining the product of the weighted hourly rate and the number of hours required per burden element.

The weighted hourly rate utilized in the Federal burden estimate is based upon the following composite:

GS Level	Percent	Hourly Wage Rate*
GS 4, Step 1	10%	\$10.04
GS 11, Step 1	10%	\$20.59
GS 13, Step 1	75%	\$29.35
GS 14, Step 1	5%	\$34.68
Weighted Rate		\$26.81

*Rates for 2003 General Schedule

6(d). Estimated Respondent Universe and Total Burden and Costs – The estimated annual average number of respondents per year for this information collection is 203 respondents, with the average total number of responses per year estimated at 6,343. As presented in Exhibit 2, the total average annual burden to respondents is 9,866 hours per year at a cost of \$291,697.

6(e). Bottom-line burden hours and costs – Exhibits 2 and 3 provide the bottom-line burden hours and costs for respondents and EPA, respectively. The hours and costs presented in these exhibits represent the average annual burden resulting from this information collection; the total burden hours and costs for the three-year period covered under this ICR is estimated to be three times the total hours and costs provided in each exhibit.

6(f). Reasons for Change in Burden – This is a new information collection and, as such, there is no change in burden.

6(g). Burden Statement – The annual reporting and record keeping burden for this collection of information is estimated to average 7 hours per response for job training grant recipients, and 3.25 hours per response for assessment, cleanup, and revolving loan fund grant recipients. This estimate includes time for reviewing the instructions, gathering the information, and preparing and submitting the reporting forms to EPA.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. SFUND-2003-0004, which is available for public viewing at the OSWER Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the OSWER Docket is (202) 566-0276. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. SFUND-2003-0004 in any correspondence.

Attachment A:

**Draft Form for the Collection of Information on Brownfields Subtitle A Grants
Property Profile Form**

Brownfields Property Profile Form (Draft)

This data is requested to comply with provisions mandated by statute or regulations, OMB Circulars, or added by EPA to ensure sound and effective assistance management. Accurate, complete data are required to obtain funding, while no pledge of confidentiality is provided.

The public reporting and record keeping burden for this collection of information is estimated to average 1.25 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. SFUND-2003-0004, which is available for public viewing at the OSWER Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the OSWER Docket is (202) 566-0276. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. SFUND-2003-0004 in any correspondence.

EPA BROWNFIELDS GRANT PROPERTY PROFILE

I. EPA BROWNFIELDS GRANT INFORMATION

EPA Brownfields Grant Recipient Name: _____

II. PROPERTY BACKGROUND INFORMATION

Property Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Size (acres): _____

Latitude: _____

Longitude: _____

Parcel Number: _____

Property Description/History/Past Ownership (optional): _____

Current Use (optional): _____

III. ENVIRONMENTAL ASSESSMENT INFORMATION

A. Assessment Activities

Phase I report completion date(s): _____

Phase II report completion date(s): _____

Phase III report completion date(s): _____

Assessment Funding Information:

Funding Source (Federal, State, Local, Private, other)	Funding Amount
EPA Assessment Grant	

Property Name: _____ Date: _____

B. Assessment Findings

Classes of Contaminants Found (check all that apply):

☐ Petroleum ☐ VOCs ☐ Metals ☐ Asbestos ☐ Lead ☐ Mine Waste
☐ Controlled Substances ☐ PCBs _____ Other (describe)

Cleanup Required:

☐ Yes ☐ No ☐ Unknown

IV. ENVIRONMENTAL CLEANUP INFORMATION

A. Cleanup Activities

Cleanup Completion Date: _____

Institutional Controls Required? Yes _____ No _____

If yes, describe _____

(Institutional controls are administrative or legal controls, or informational devices, that restrict the use of land or water such as zoning ordinances; covenants and easements; enforcement agreements; and deed notices and advisories.)

Cleanup Funding Information:

Source Description (Federal, State, Local, Private, other)	Cleanup Funding Amount
Brownfields Cleanup Grant	
Brownfields RLF Loan (Borrower Name _____)	
Brownfields RLF Subgrant (Subgrantee Name _____)	

B. Cleanup Findings

Classes of Contaminants Removed/Addressed (check all that apply):

☐ Petroleum ☐ VOCs ☐ Metals ☐ Asbestos ☐ Lead ☐ Mine Waste
☐ Controlled Substances ☐ PCBs _____ Other
(describe)

Property Name: _____ Date: _____

V. REUSE AND OTHER LEVERAGED ACCOMPLISHMENTS

A. Redevelopment Information

Redevelopment Underway:

___ Yes (Start Date _____) ___ No

Acres of Greenspace Created/Preserved: _____

Redevelopment Funding Information:

Funding Source (list all)	Reuse Funding Amount

B. Jobs Information

Number of Cleanup and Redevelopment Jobs Leveraged: _____

VI. PROPERTY OWNERSHIP INFORMATION

During the life of the grant, did ownership change? Yes _____ No _____

Did Superfund federal landowner liability protections factor into the ownership change?

Yes _____ No _____ Don't know _____

VII. ANECDOTAL PROPERTY INFORMATION (Optional)

A. Property Highlights

Briefly describe any other information about the property (e.g., innovative or unique issues, activities, technologies, or approaches; other significant accomplishments; upcoming events)

B. Property Photograph Information

Photographs Available: ___ yes ___ no

Video Available: ___ yes ___ no

Property Name: _____ Date: _____

For EPA Use Only

EPA Regional/HQ/Contractor Section

Subtitle A Grant Reporting Tracking and Other Data

EPA Region

Reviewed By: _____

Date Approved: _____

Date Submitted to EPA HQ: _____

Comments: _____

Property-Specific Determination/Approval Description (if applicable):

Release for Public Distribution: __ Yes __ No

EPA Headquarters

Date Received: _____

Filed/Distributed By: _____

Date Submitted to Contractor: _____

Comments: _____

Contractor

Date Received: _____

Date Entered: _____

Comments: _____

Property Profile Reporting Guidance

(Note: OMB Review/Approval is pending for the Property Profile form)

Overview:

The Property Profile form requires the grant recipient to provide three general categories of information, only one of which is optional:

- Background information about each property targeted by an assessment, cleanup, or RLF grant recipient (e.g., name, street address, lat/long, acres, historical use, ownership information) required to provide context and specifics about the grantee's property targeted activities and accomplishments.
- Quantitative information regarding required performance measures reporting to provide data to support evaluation of most of the performance measures related to these types of grants (e.g., assessment activities, cleanup activities, leveraged funding, reuse, and other leveraged accomplishments such as job creation).
- Anecdotal information (reporting is optional) to illustrate some of the unique characteristics or innovative approaches undertaken to assess, cleanup, and/or reuse the targeted property or impacted community.

Compared to the Quarterly Reports, each Property Profile contains information relating only to a specific property targeted by the grantee. Quarterly Reports should not contain property specific information except to identify area-wide/regional redevelopment projects and their relation to one or more targeted properties. *Please note that, in most instances, this information is accessible by the public under the Freedom of Information Act (FOIA) and may be distributed by EPA to the public unless one of FOIA exclusions is applicable.*

When to Submit:

Original Profiles. Grantees should originate a Property Profile when a grantee targets a property for EPA brownfields grant funded activities. For assessment grants, this will typically mean when assessment or planning activities are initiated at the property using the grant funds. For cleanup and RLF grants, this will typically mean when cleanup activities are initiated at the property using the grant funds. For RLF grants, this may also mean when a subgrant or loan package is completed for a specific property. A Profile should not be created just because the grant recipient community is targeting the property; allowable activities funded by the EPA brownfields grant must be undertaken at the property for the Profile to be initiated.

Updated Profiles. Property Profiles should be updated as activities (e.g., assessment, cleanup, reuse, state voluntary cleanup program participation) and accomplishments (e.g., cleanup completed, reuse underway, significant leveraged funding received) dictate and then submitted along with the next required Quarterly Report. For example, a Profile should be updated upon: completion of a Phase 2 assessment; receipt of a no cleanup action/cleanup complete document; completion of cleanup activity; initiation/completion of the planned reuse project. In addition, a

Profile should be updated as the property background information changes or if there are other anecdotal information and successes that the grant recipient wants to share with EPA. Grantees should also revise and submit updated Profiles for all targeted properties when the grant is being closed-out.

To Whom to Submit:

Grantees should submit all Property Profiles to their EPA Regional Project Officer and the EPA Headquarters Data Manager. EPA is developing a web-based (i.e., electronic) reporting and information dissemination system to facilitate future grantee reporting.

Definitions and Other Instructions for Completing Property Profiles:

This section provides definitions for several of the performance measures and other data points comprising the Property Profile form. It provides instructions for each section of the form.

Section I. EPA Brownfields Grant Information

The grantee should complete this section using the official name of the grant recipient as provided in the cooperative agreement, unless otherwise directed by the EPA Project Officer.

Section II. Property Background Information

This section provides basic background information about the targeted property. To a large extent, much of this information is historical (e.g., name, street address, lat/long, size, description/history) and should be provided in the original version of the profile, with updates only as necessitated by changed circumstances. EPA, or its contractors, will assist grant recipients in obtaining lat/long information.

For purposes of grantee reporting, a “property” is defined as a contiguous piece of land under unitary ownership, at the time it first benefits from EPA brownfields grant funded activities. A property may contain several smaller components, parcels, or areas; all reporting, unless otherwise indicated, should be provided for the property as a whole

The property name should include the primary reference to the property, as well as any aliases. The street address (number and name of street), city, state, and zip code should also be provided. The street address provided should reflect the primary entrance to the property. If no street address is available, please report the names of the streets for the intersection closest to the primary property entrance. In addition, the grantee must provide latitude and longitude information for the property’s primary entrance. The grantee should also provide the universal identification number for the property (i.e., parcel number). Additional guidance regarding EPA’s Data Standards for geographic information will be provided by the grantee’s EPA Project Officer. For each property targeted by an EPA brownfields grant, the grantee must also indicate the size—measured by the number of acres contained within the property’s boundary.

If you would like to provide in a brief narrative description (i.e., this information is optional), the grantee can describe the property by providing information about the history of the property, including past owners and past uses leading to any real or perceived environmental contamination. Additional information about the current use, zoning, and ownership of the property should also be provided.

Section III. Environmental Assessment Information

In this section, the grantee should provide information relating to: (A) assessment activities conducted or leveraged by the EPA grant; and (B) basic information (e.g., contamination) discovered during the assessment activity. This section is mandatory for assessment grants. For cleanup and RLF grants, assessment activities must be reported only if the grant leverages post-grant award assessment assistance or funding.

Section III.A. Assessment Activities

The *assessments completed* performance measure captures the total number of assessments completed directly with, or leveraged by, EPA brownfields grant funding. For each property targeted by an EPA brownfields grant, the grant recipient must identify the type of assessments conducted and their completion dates along with the amount of EPA grant funds used for each assessment.

This measure captures the number of properties that have environmental assessments completed either by the grant recipient using grant funds, in whole or in part, or leveraging non-grant funds (i.e., outside of the brownfields cooperative agreement). A property should be credited with a Phase 1 environmental assessment completion when an environmental professional or state official has prepared an environmental assessment report, in accordance with the all appropriate inquiry standard set forth in the Brownfields Law (CERCLA §101(35)), that has been accepted by the grant recipient.

Assessment funding information should be described by source (e.g., EPA brownfields grant, state community development grant, HUD BEDI funding, private developer) and amount. Assessment activity conducted and funded prior to award of the grant should not be provided (i.e., pre-award activities are not considered leveraged and should not be reported).

Section III.B. Assessment Findings

In addition to the funding information, the grantee should indicate which classes of contaminants have been identified through the assessment activities (e.g., petroleum, VOCs, metals, asbestos, lead, mine waste, controlled substances, PCBs).

The *no cleanup required* performance measure captures the total number of assessed properties that do not require environmental cleanup before reuse may proceed. For each property targeted by an EPA brownfields grant, the grant recipient must indicate whether cleanup is required as soon as the assessment activity is complete enough to make the determination. An “environmental cleanup” is defined as any cleanup that is required at

a property as a result of contamination by any hazardous substance, petroleum product, or solid waste at levels that pose a threat to human health and the environment. The “no cleanup required” determination is generally made by the grant recipient or property owner—typically in conjunction with state voluntary response officials and/or certified environmental professionals following an environmental assessment of the property—to indicate that the property does not have any contaminants at levels that pose a threat to human health or the environment.

Section IV. Environmental Cleanup Information

In this section, the grantee should provide information relating to: (A) cleanup activities conducted or leveraged by the EPA grant; and (B) basic information relating to the cleanup activity. This section is mandatory for cleanup and RLF grants. For assessment grant recipients, cleanup activities must be reported only if the cleanup activity is undertaken at a property that has been assessed under the assessment grant, directly or through leveraging.

Section IV.A. Cleanup Activities. The *cleanup completed* performance measure captures the number of properties that have environmental cleanups completed such that reuse may proceed. A property is given credit for the completion of cleanup activities when one of the following conditions applies: (1) a “clean” or “no further action” letter (or its equivalent) has been issued by the state under its voluntary response program (or its equivalent) for the cleanup activities at the property; or (2) the grant recipient or property owner, upon the recommendation of an environmental professional, has determined and documented that on-property work is finished and any needed institutional or engineering controls are in place and functional. Ongoing operation and maintenance activities or monitoring may continue after a cleanup completion designation has been made. For each property targeted by an EPA brownfields grant, the grant recipient must also indicate whether institutional controls (e.g., non-engineered instruments, such as administrative or legal controls) are required as part of the cleanup or containment activity to help minimize the potential for exposure to contamination and/or restricts land or resource use.

Cleanup funding information should be described by source (e.g., EPA brownfields grant, HUD CBDG funding, local tax increment financing, private developer) and amount for the cleanup activities. For all RLF grants, to the extent that the cleanup funding for a targeted property is attributable to an RLF loan or subgrant, the type (e.g., nonprofit organization, developer) and name of the borrower/subgrantee should be provided along with the value of the loan issued (i.e., when the loan document is signed and legally binding) or subgrant awarded. Cleanup activity funded and conducted prior to award of the grant should not be included (i.e., pre-award activities are not considered leveraged and should not be reported).

Section IV.B. Cleanup Findings. The *types of contaminants removed/addressed* performance measure captures the number and types of several specified classes of

contaminants (e.g., petroleum, VOCs, metals, asbestos, lead, mine waste, controlled substances, PCBs) that are either treated on the property or treated and/or disposed at another location. For each property targeted by an EPA brownfields grant and undergoing cleanup activities, the grant recipient must report the classes of contaminants removed or otherwise addressed.

Section V. Reuse and Other Leveraged Accomplishments

In this section, the grantee should provide information relating to redevelopment activities and other non-assessment or cleanup accomplishments leveraged by the EPA grant and basic information relating to the leveraged activities. This section is mandatory for all grant types where targeted properties undergo subsequent reuse activities.

The *redevelopment underway* performance measure captures the number of properties that have reuse activities underway. For each property targeted by an EPA brownfields grant that leverages reuse funding or assistance, the grant recipient must also identify the number of acres on the property where *greenspace* (e.g., parks, wildlife refuges, nature trails) is created or preserved through the redevelopment project. “Redevelopment activities underway” include on-property work initiated for any such activity, except the environmental cleanup activities necessary to prepare the property for reuse.

The *funds leveraged* performance measure captures the cumulative value of non-grant dollars linked and leveraged to support additional, related activities of the grant recipient. This measure captures funding leveraged only after the grant has been awarded. These leveraged funds may be used to support allowable activities (e.g., inventory, assessment, cleanup) as captured in the previous sections and activities that cannot be funded by the EPA grant (e.g., redevelopment construction, transportation improvements) which should be reported in this section.

Redevelopment funding information should be described by source (e.g., state brownfields grant/tax incentive, HUD BEDI funding, local tax increment financing, private developer) and the value of the funding amount for the reuse activities. Leveraged redevelopment funding may be used for any non-assessment or cleanup activities that prepares the property for sustainable reuse. Redevelopment may include non-commercial reuses (e.g., parks, wildlife refuges, nature trails, and green spaces, non-profit community health care facility) as well as commercial or industrial uses (e.g., the expansion or remodeling of an existing business, industry, or housing project, the construction of a new business, industry, or housing project). Reuse activities conducted and funded prior to award of the grant should not be included (i.e., pre-award activities are not considered leveraged and should not be reported).

To the extent that funding for program/grant-level activities and/or redevelopment activities have been leveraged but cannot be discretely allocated to one or more targeted properties, the leveraged funding should be described in the Quarterly Report (i.e., not in the Property Profile), accompanied by a description of the amount leveraged, type of

activity funded, funding source, and which specific properties or areas (if any) benefit from the funding.

The *jobs leveraged* performance measures captures the number of jobs that have been leveraged as a result of EPA brownfield grant activities at a property. For each property targeted by an EPA brownfields grant, the grant recipient must identify the total number of all jobs leveraged during the assessment, cleanup, construction, and redevelopment at the property. The grant recipient should indicate the number of jobs of a short-term nature (i.e., with a duration of less than one year) typically leveraged during the assessment, cleanup, and construction stage; and the number of jobs of a long-term nature that typically occur as a result of the new or enhanced reuse at the property (i.e., with a duration of more than one year).

Section VI. Property Ownership Information

This section seeks to capture data about the changes in property ownership that have occurred during the grant period. This information will help EPA assess whether the bona fide prospective purchaser (BFPP) liability protection, provided in the Brownfields Amendments to the Comprehensive Emergency Response, Compensation, and Liability Act (CERCLA or Superfund), is facilitating property transfers. Grant recipients also have the option of indicating that they do not know whether the BFPP exemption has had an impact on property transfers.

Section VII. Anecdotal Property Information (Optional Reporting)

This section is optional for all grant recipients and seeks to capture other, anecdotal information about the property that the grant recipient wants to share with EPA for use in its evaluation of the success of the grant and for its use in developing communications materials to promote the brownfields program and grants.

Section VII. A. Property Highlights. Information relating to the grant award criteria (e.g., community need, sustainable reuse/brownfields prevention, reduction of environmental threats, use of existing infrastructure, community involvement) should be highlighted as much as possible. The grant recipient may also want to highlight any innovative or unique issues, activities, technologies, or approaches; disenfranchised or sensitive populations impacted; other significant accomplishments or upcoming events such as groundbreaking or ribbon cutting ceremonies.

In addition, the grant recipient should provide information relating to any allowable, but non-assessment/cleanup, activities (e.g., health monitoring studies, insurance) funded and/or leveraged through the grant at the targeted property. Any such activities that are not linked directly to one property should be described in the Quarterly Report.

Section VII. B. Property Photography Information. Also, where available, the grantee should indicate whether it has photographs or video footage depicting pre-grant property conditions, grant funded activities, redevelopment activities, and/or the property after

redevelopment construction has been completed. As with the anecdotal text, EPA will use any photographs to illustrate the progress and successes of each grantee in regional and national communications materials.

Attachment B:

**Draft Form for the Collection of Information on Brownfields Subtitle A Grants
Brownfields Job Training Performance Form**

Draft Brownfields Job Training Performance Form

This data is requested to comply with provisions mandated by statute or regulations, OMB Circulars, or added by EPA to ensure sound and effective assistance management. Accurate, complete data are required to obtain funding, while no pledge of confidentiality is provided.

The public reporting and record keeping burden for this collection of information is estimated to average 5 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. SFUND-2003-0004, which is available for public viewing at the OSWER Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the OSWER Docket is (202) 566-0276. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. SFUND-2003-0004 in any correspondence.

EPA BROWNFIELDS JOB TRAINING GRANT MANDATORY PERFORMANCE MEASURES (DRAFT)

I. EPA BROWNFIELDS JOB TRAINING GRANT INFORMATION

EPA Brownfields Job Training Grant Recipient

Name: _____

II. PERFORMANCE MEASURES REPORTING

2.1 Mandatory Performance Measures

In addition to describing the activities undertaken during the reporting period, grant recipients must provide information on the following four performance measures according to the definitions provided. Note: Quantitative information relating to these performance measures should only be provided in the table (i.e., not in narrative reporting elsewhere in a quarterly report). Narrative information of a non-quantitative nature may be provided elsewhere.

Job Training Performance Measures (Mandatory)		
Measure	This Quarter	Cumulative
Number of Participants Completing Training		
Number of Participants Obtaining Employment		
Average Hourly Wage of Participants Obtaining Employment		
Funding Leveraged (total)		
Source Name: _____ Activity Funded: _____		
Source Name: _____ Activity Funded: _____		

Job Training Performance Measures (Mandatory)		
Source Name: _____		
Activity Funded: _____		

2.2 Voluntary Supplemental Performance Measures Information

The grant recipient may voluntarily provide narrative information to supplement the required performance measures reporting, including for example: demographic information (e.g., gender, age, ethnicity, education); description of the training curricula; information on the types of jobs obtained by the participants entering/completing the training; and/or specific milestones tracked by the grant recipients for its own management.

EPA Brownfields Job Training Grants Mandatory Performance Measures Definitions (Draft)

Participants completing training: This measure captures the number of job training participants who completed the grant recipient's job training program. Each quarterly report should include the incremental changes occurring during the reporting period, as well as the cumulative totals accomplished since the beginning of the cooperative agreement.

Participants obtaining employment: This measure captures the number of job training graduates who have obtained jobs, of any kind. Each grant recipient must identify the incremental number of program graduates who found employment during the reporting period and the current cumulative total number of graduates who found employment since the beginning of the cooperative agreement. The cumulative total should only increase; the grant recipients' quantitative reporting of the cumulative total should not reflect any decreases for graduates who had obtained employment, but later report losing their jobs. A grant recipient can narratively describe any reported job losses. Self-employed graduates should be counted.

Average hourly wage: This measure captures the average hourly wage of job training graduates in their initial post-training employment. Each grant recipient must identify the hourly wage for the first job that each employed graduate secures after completing the job training program. Anecdotal information about subsequent jobs and wages may also be narratively provided by the grant recipient.

Funds leveraged: This measure captures the total number of non-grant dollars linked and leveraged to support additional, related activities of the grant recipient. This measure captures funding leveraged only after the grant has been awarded. These leveraged funds may be used to support activities that cannot be funded by the EPA grant (e.g., transportation or child care for job training students). Examples of sources of leveraged funding include

other EPA programs, private organizations, state environmental, labor, or economic agencies, tribal governments, local governments (including community development corporations), and other federal agencies. For job training grants, the grant recipient must describe the source and amount of funding leveraged, and the types of activities it funded, in its quarterly reports.

Attachment C:

**Draft Form for the Collection of Information on Brownfields Subtitle A Grants
Brownfields Financial Management Form**

Brownfields Financial Management Form (Draft)

This data is requested to comply with provisions mandated by statute or regulations, OMB Circulars, or added by EPA to ensure sound and effective assistance management. Accurate, complete data are required to obtain funding, while no pledge of confidentiality is provided.

The public reporting and record keeping burden for this collection of information is estimated to average 2 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. SFUND-2003-0004, which is available for public viewing at the OSWER Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the OSWER Docket is (202) 566-0276. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. SFUND-2003-0004 in any correspondence.

EPA BROWNFIELDS GRANT BUDGET REPORTING (Draft)

I. EPA BROWNFIELDS GRANT INFORMATION

EPA Brownfields Grant Recipient Name: _____

II. INITIAL APPROVED BUDGET VS. EPA FUNDS AWARDED

Initial Approved Budget Total: \$ _____

Subtotals:

Petroleum:	\$ _____
Health Monitoring:	\$ _____
IC Monitoring/Enforcement:	\$ _____
Insurance:	\$ _____
Program Development:	\$ _____
Subgrants (RLF only):	\$ _____
Other:	\$ _____

(Note: The Initial Approved Budget will differ from EPA Funds Awarded, if cost share is required.)

EPA Funds Awarded Total: \$ _____

EPA Subtotals:

Petroleum:	\$ _____
Health Monitoring:	\$ _____
IC Monitoring/Enforcement:	\$ _____
Insurance:	\$ _____
Program Development:	\$ _____
Subgrants (RLF only):	\$ _____
Other:	\$ _____

Funding Limit Waiver Approved: ☐ Yes ☐ No

Cost Share Hardship Waiver Approved: ☐ Yes ☐ No

III. BUDGET SUMMARY

Include a narrative summary and tables with details about how much grant funding was spent-- by task and object class. Table 1 summarizes the expenses incurred for this reporting period. Table 2 summarizes the cumulative expenses incurred since award of the grant.

3.1 Narrative Summary

Provide narrative description detailing the status of the budget and any potential issues.

3.2 Summary of Costs Incurred this Quarter

Table 1: Summary of Costs Incurred this Quarter					
Object Class	Task 1 Administration	Task 2 Training	Task 3 Outreach	Task 4 Other Tasks	Total Quarterly Expenses
Personnel					
Fringe Benefits					
Travel					
Equipme nt					
Supplies					
Contractu al					
Other					
Total					

Note: Figures include actual payments made during this quarter.

3.3 Summary of Costs Incurred for Project

Table 2: Summary of Cumulative Costs Incurred				
Object Class	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Expenses
Personnel				
Fringe Benefits				
Travel				

Table 2: Summary of Cumulative Costs Incurred				
Equipment				
Supplies				
Contractual				
Other				
Total				

Attachment D:
Federal Register Notice Seeking Public Comment on the Agency's Information Collection
Request for the Brownfields Program – Revitalization Grantee Reporting

them and without change, unless the comment contains copyrighted material, CBI, or other information whose public disclosure is restricted by statute. When EPA identifies a comment containing copyrighted material, EPA will provide a reference to that material in the version of the comment that is placed in EDOCKET. The entire printed comment, including the copyrighted material, will be available in the public docket. Although identified as an item in the official docket, information claimed as CBI, or whose disclosure is otherwise restricted by statute, is not included in the official public docket, and will not be available for public viewing in EDOCKET. For further information about the electronic docket, see EPA's **Federal Register** notice describing the electronic docket at 67 FR 38102 (May 31, 2002), or go to www.epa.gov/edocket.

Title: Industry Detailed Questionnaire: Phase III Cooling Water Intake Structures (OMB Control No. 2040-0213, EPA ICR Number 1838.02). This is a request to renew an existing approved collection that is scheduled to expire on March 31, 2003. Note that the Agency is substituting the term "Phase III" for "Phase II", in the title of the original ICR, to correspond to the revised structure of the rulemaking. Under the PRA regulations, the Agency may continue to conduct or sponsor the collection of information while this submission is pending at OMB.

Abstract: In accordance with the PRA, this notice announces the submission of a revised ICR from the EPA to the OMB for review and approval. EPA requests approval to contact 80 respondents from the original survey for clarifications of their responses and to request their 316(b) environmental studies. EPA also requests approval to conduct a survey of two industries (offshore and coastal oil and gas extraction facilities (OCOGFs) and seafood processing vessels) potentially subject to Section 316(b) of the Clean Water Act (CWA), 33 U.S.C. 1326(b). EPA was made aware of these two industries from public comments received on the proposed Phase I rule (65 FR 49060). These industries were not surveyed in the original information collection. For this request, EPA has revised the original ICR questionnaires to customize them for the OCOGFs and Seafood Processing Vessels. Responses to this Industry Detailed Questionnaire will help EPA better characterize the design, location, construction, and operation of cooling water intake structures at industrial facilities throughout the U.S.

Section 316(b) provides that any standard established pursuant to

Sections 301 or 306 of the CWA and applicable to a point source shall require that the location, design, construction, and capacity of cooling water intake structures reflect the best technology available for minimizing adverse environmental impact. EPA is developing regulations implementing Section 316(b) of the CWA, 33 U.S.C. 1326(b) pursuant to a Consent Decree in *Riverkeeper v. Whitman* [93 civ.0314 (AGS)]. The baseline data will help EPA frame regulatory options and define further research needs regarding the relationship of cooling water intake structures, intake technologies, and environmental impacts. The economic and financial information will help EPA to assess facility-level and firm-level impacts of complying with the proposed regulations and also enable EPA to carry out required economic analyses, including Regulatory Impact Analysis (RIA), cost/benefit analysis, and small business analysis. In order to fully evaluate costs associated with a proposed Section 316(b) regulations, EPA will consider the costs associated with performing Section 316(b) demonstration studies, additions and modifications to cooling water intake structures and equipment, and operating and monitoring costs associated with the regulations.

EPA has the authority to collect this information under Section 308 of the CWA (33 U.S.C. 1318). Accordingly, responses to the questionnaires (Industry Technical Questionnaire and Industry Economic Questionnaire) would be mandatory. In accordance with 40 CFR part 2, subpart B, Section 2.203, the survey will inform respondents of their right to claim information as confidential. The survey provides instructions on the procedures for making Confidential Business Information (CBI) claims, and the respondents also will be informed of the terms and rules governing protection of CBI obtained under the CWA.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15, and are identified on the form and/or instrument, if applicable.

Burden Statement: The annual public reporting and recordkeeping burden for this collection of information is estimated to average 1 hour per response for the follow-up effort, 8 hours per response for the Industry Technical Questionnaire, and 50 hours per response for the Industry Economic Questionnaire. Burden means the total

time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

Respondents/Affected Entities: Offshore and Coastal Oil and Gas Extraction Facilities, Seafood Processing Vessels, and 80 respondents surveyed in the original ICR.

Estimated Number of Respondents: 281.

Frequency of Response: One time.

Estimated Total Annual Hour Burden: 7,021 hours.

Estimated Total Annual Cost: \$453,648, includes \$1,123 annualized O&M costs.

Changes in the Estimates: There is a decrease of 121,715 hours in the total estimated burden currently identified in the OMB Inventory of Approved ICR Burdens. This decrease is due to less number of respondents in this ICR.

Dated: March 27, 2003.

Oscar Morales,

Director, Collection Strategies Division.

[FR Doc. 03-8257 Filed 4-3-03; 8:45 am]

BILLING CODE 6560-50-P

ENVIRONMENTAL PROTECTION AGENCY

[SFUND-2003-0004, FRL-7477-1]

Agency Information Collection Activities: Proposed Collection; Comment Request; Brownfields Program Revitalization Grantee Reporting

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice.

SUMMARY: In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*), this document announces that EPA is planning to submit the following proposed Information Collection Request (ICR) to the Office of Management and Budget (OMB): Brownfields Program—Revitalization Grantee Reporting, EPA ICR Number

2104.01. This information collection request applies to the reporting and recordkeeping requirements that apply to recipients of assessment, revolving loan fund, cleanup and job training grants awarded under subtitle A of the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118). Before submitting the ICR to OMB for review and approval, EPA is soliciting comments on specific aspects of the proposed information collection as described below.

DATES: Comments must be submitted on or before June 3, 2003.

ADDRESSES: Follow the detailed instructions in **SUPPLEMENTARY INFORMATION**.

FOR FURTHER INFORMATION CONTACT:

James Maas, Office of Solid Waste and Emergency Response (OSWER), Office of Brownfields Cleanup and Redevelopment (OBCR) 5105T, U.S. EPA Headquarters, Ariel Rios Building, 1200 Pennsylvania Avenue, NW., Washington, DC 20460; telephone number: (202) 566-2778; fax number: (202) 566-2757; e-mail address: maas.james@epa.gov.

SUPPLEMENTARY INFORMATION: EPA has established a public docket for this ICR under Docket ID number SFUND-2003-0004, which is available for public viewing at the OSWER Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW., Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the OSWER Docket is (202) 566-0276. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to obtain a copy of the draft collection of information, submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above.

Any comments related to this ICR should be submitted to EPA within 60 days of this notice, and according to the following detailed instructions: Submit your comments to EPA online using EDOCKET (our preferred method), by E-mail to superfund.docket@epa.gov, or by mail to: EPA Docket Center, Environmental Protection Agency, OSWER Docket, 5202T, 1200 Pennsylvania Ave., NW., Washington, DC 20460.

EPA's policy is that public comments, whether submitted electronically or in paper, will be made available for public viewing in EDOCKET as EPA receives them and without change, unless the comment contains copyrighted material, CBI, or other information whose public disclosure is restricted by statute. When EPA identifies a comment containing copyrighted material, EPA will provide a reference to that material in the version of the comment that is placed in EDOCKET. The entire printed comment, including the copyrighted material, will be available in the public docket. Although identified as an item in the official docket, information claimed as CBI, or whose disclosure is otherwise restricted by statute, is not included in the official public docket, and will not be available for public viewing in EDOCKET. For further information about the electronic docket, see EPA's **Federal Register** notice describing the electronic docket at 67 *FR* 38102 (May 31, 2002), or go to www.epa.gov/edocket.

Affected entities: Entities potentially affected by this action are states, tribes, local governments, and certain non-governmental organizations that apply for and receive grants from EPA to support the cleanup and redevelopment of brownfields properties.

Title: Brownfields Program—Revitalization Grantee Reporting Information Collection Request; (OMB Control Number 2050-NEW; EPA ICR Number 2104.01).

Abstract: The Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) ("the Brownfields Amendments") was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, and authorizes EPA to award grants to states, tribes, local governments, and other eligible entities to assess and clean up brownfields sites. Under the Brownfields Amendments, a brownfields site means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. For grant funding purposes, EPA uses the term "brownfields property(ies)" synonymously with the term "brownfields sites." The Brownfields Amendments authorize EPA to award several types of grants to eligible entities on a competitive basis. Under subtitle A of the Small Business Liability Relief and Brownfields Revitalization Act, States, tribes, local governments, and

other eligible entities can receive assessment grants to inventory, characterize, assess, and conduct planning and community involvement related to brownfields properties; cleanup grants to carry out cleanup activities at brownfields properties; grants to capitalize revolving loan funds and provide subgrants for cleanup activities; and job training grants to support the creation and implementation of environmental job training and placement programs.

Grant recipients have general reporting and record keeping requirements as a condition of their grant that result in burden. A portion of this reporting and record keeping burden is authorized under 40 CFR parts 30 and 31 and identified in the EPA's general grants ICR (OMB Control Number 2030-0020). EPA requires Brownfields program grant recipients to maintain and report additional information to EPA on the uses and accomplishments associated with the funded brownfields activities. EPA has prepared several forms to assist grantees in reporting the information and to ensure consistency of the information collected. EPA will use this information to meet Federal stewardship responsibilities to manage and track how program funds are being spent, to evaluate the performance of the Brownfields Cleanup and Redevelopment Program, to meet the Agency's reporting requirements under the Government Performance Results Act, and to report to Congress and other program stakeholders on the status and accomplishments of the grants program. This ICR addresses the burden imposed on grant recipients that are associated with those reporting and recordkeeping requirements that are specific to grants awarded under Subtitle A of the Small Business Liability Relief and Brownfields Revitalization Act. This ICR does not address the burden imposed on grant recipients who are awarded grants under Subtitle C of the Small Business Liability Relief and Brownfields Revitalization Act.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15.

The EPA would like to solicit comments to:

(i) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(ii) Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(iii) Enhance the quality, utility, and clarity of the information to be collected; and

(iv) Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques or other forms of information technology, (e.g., permitting electronic submission of responses).

Burden Statement: The annual reporting and record keeping burden for this collection of information is estimated to average 7 hours per response for job training grant recipients, and 3.25 hours per response for assessment, cleanup, and revolving loan fund grant recipients. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

Estimated Number of Respondents: 203.

Frequency of Response: Quarterly.

Estimated Total Annual Hour Burden: 9866.

Estimated Total Annual Cost: \$291,733.

Dated: March 27, 2003.

Linda Garczynski,

Director, Office of Brownfields Cleanup and Redevelopment, Office of Solid Waste and Emergency Response.

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ENVIRONMENTAL PROTECTION AGENCY

[ER-FRL-6639-1]

Environmental Impact Statements and Regulations; Availability of EPA Comments

Availability of EPA comments prepared pursuant to the Environmental Review Process (ERP), under section 309 of the Clean Air Act and section 102(2)(c) of the National Environmental Policy Act as amended. Requests for copies of EPA comments can be directed to the Office of Federal Activities at (202) 564-7167.

Summary of Rating Definitions

Environmental Impact of the Action

LO—Lack of Objections

The EPA review has not identified any potential environmental impacts requiring substantive changes to the proposal. The review may have disclosed opportunities for application of mitigation measures that could be accomplished with no more than minor changes to the proposal.

EC—Environmental Concerns

The EPA review has identified environmental impacts that should be avoided in order to fully protect the environment. Corrective measures may require changes to the preferred alternative or application of mitigation measures that can reduce the environmental impact. EPA would like to work with the lead agency to reduce these impacts.

EO—Environmental Objections

The EPA review has identified significant environmental impacts that must be avoided in order to provide adequate protection for the environment. Corrective measures may require substantial changes to the preferred alternative or consideration of some other project alternative (including the no action alternative or a new alternative). EPA intends to work with the lead agency to reduce these impacts.

EU—Environmentally Unsatisfactory

The EPA review has identified adverse environmental impacts that are of sufficient magnitude that they are unsatisfactory from the standpoint of public health or welfare or environmental quality. EPA intends to work with the lead agency to reduce these impacts. If the potentially unsatisfactory impacts are not corrected at the final EIS stage, this proposal will be recommended for referral to the CEQ.

Adequacy of the Impact Statement

Category 1—Adequate

EPA believes the draft EIS adequately sets forth the environmental impact(s) of the preferred alternative and those of the alternatives reasonably available to the project or action. No further analysis or data collection is necessary, but the reviewer may suggest the addition of clarifying language or information.

Category 2—Insufficient Information

The draft EIS does not contain sufficient information for EPA to fully assess environmental impacts that should be avoided in order to fully protect the environment, or the EPA reviewer has identified new reasonably available alternatives that are within the spectrum of alternatives analyzed in the draft EIS, which could reduce the environmental impacts of the action. The identified additional information, data, analyses, or discussion should be included in the final EIS.

Category 3—Inadequate

EPA does not believe that the draft EIS adequately assesses potentially significant environmental impacts of the action, or the EPA reviewer has identified new, reasonably available alternatives that are outside of the spectrum of alternatives analyzed in the draft EIS, which should be analyzed in order to reduce the potentially significant environmental impacts. EPA believes that the identified additional information, data, analyses, or discussions are of such a magnitude that they should have full public review at a draft stage. EPA does not believe that the draft EIS is adequate for the purposes of the NEPA and/or section 309 review, and thus should be formally revised and made available for public comment in a supplemental or revised draft EIS. On the basis of the potential significant impacts involved, this proposal could be a candidate for referral to the CEQ.

Draft EIS

ERP No. D-AFS-F65036-WI Rating EC2, Hoffman-Sailor West Project, Timber Harvest, Regeneration Activities, Connected Road Construction and Decommissioning, Chequamegon-Nicolet National Forest, Medford/Park Falls Ranger District, Price County, WI.

Summary: EPA expressed environmental concerns with project impacts and overall forest health, including commutative impacts. The Final EIS should address how the emphasis on managing for aspen and the potential for overpopulation of species that could impact forest in and